Review Conference of States Parties to the Convention on Cluster Munitions

9 February 2015

Original: English

First Preparatory Meeting for the First Review Conference
Geneva, 5 February 2015
Item 10 of the agenda
Exchange of views on matters pertaining to the financing of the Implementation Support Unit

Revised document
Towards a funding model for the Convention on Cluster Munitions Implementation Support Unit

Submitted by the Coordinators on the General Status and Operation of the Convention on Cluster Munitions

Summary

The Objective of this non-paper is to serve as a basis for discussions during the First Preparatory Meeting for the First Review Conference, with the aim of collecting ideas and suggestions for a funding model. To that end, the Coordinators on the General Status and Operation of the Convention on Cluster Munitions would like particularly to hear States' views on the following questions:

1. How can you make an obliged funding model acceptable to States that for legal reasons cannot accept obliged contributions?

2. How can you make a voluntary funding model predictable and sustainable?

1. In their Fifth Meeting held in San Jose, States parties to the Convention on Cluster Munitions (CCM), "... noted that it was not possible at this stage for the States parties to agree on a funding model for an Implementation Support Unit. With a view to taking a final decision on this matter at the First Review Conference, the Meeting agreed to task the Co-Chairs for General Status and Operations with conducting consultations with States parties in order to come up with a draft compromise proposal on the funding model, to be included in the agenda of the preparatory process for the Review Conference. The Meeting agreed

that a compromise proposal should be based on the principles of sustainability, predictability and ownership."[1]

2. Furthermore, States parties to the CCM have agreed in their former Meetings, that the Implementation Support Unit shall conduct its work on the basis of the principles of independence, inclusiveness, transparency, accountability to the States parties, efficiency and effectiveness[2].

3. For the purpose of the preparatory work of the First Review Conference, and to assist discussions, an indicative budget based on real figures obtained from GICHD is presented below. This budget would need adjustment in relation to anticipated activity level and associated staffing numbers (for example in the case of thematic or country-specific projects that would require extra funds). It is difficult, though, to develop a meaningful detailed cost breakdown for an institution that still is not functional yet, but it is possible to indicate the minimal total budget frame needed. Core costs should include salaries and all costs related to the meaningful operation of the core ISU Staff (i.e. Director, Specialist and a part-time Assistant), offices and working equipment. In addition, general administration and perhaps the costs for a continuation of the sponsorship programme, should State parties so decide. And in reference to discussions on the post-Review Conference programme of meetings and machinery for the Convention, we have also not included costs needed to prepare for potential future Intersessional Meetings, not to preempt States parties decisions, as it is unclear for the time being whether these indeed will take place.

4. In previous meetings, the delegation of Switzerland has indicated that in-kind contributions to the Geneva International Centre for Humanitarian Demining would be earmarked for the CCM ISU to cover expenditures related to office spaces and administrative support, as well as costs related to Intersessional Meetings. At the 4th MSP, Switzerland made commitments to cover possible ISU budgetary shortfalls until the First Review Conference[3]. As the First Review Conference is soon upon us, we have chosen to present an estimate of core costs but leaving these offers out. And indeed, Switzerland confirms the status of its future contributions anew.

Core budget of the Implementation Support Unit of the Convention

5. Estimates are based on:

(a) The agreement between the States Parties and the Geneva International Centre for Humanitarian Demining signed on 8 August 2014;

(b) Salary of the Director is determined in accordance with the job announcement

(c) Implementation Support Unit of the Convention on Cluster Munitions 250 percent full time employee with actual figures provided by the Geneva International Centre for Humanitarian Demining

[1] CCM/MSP/2014/6, paragraph 27.
[2] CCM/MSP/2011/5, paragraph 29 (b), reaffirmed in CCM/MSP/2012/5, paragraph 26 and in CCM/MSP/2013/6, paragraph 29.
[3] CCM/MSP/2013/6, paragraph 34.

As of 1 February 2015, and in Swiss Francs

Salaries[4]	Low	High
ISU Director 100 per cent full time employee		
Salary	155,000	195,000
Employer social costs	30,391	38,233
ISU Implementation Support Specialist 100 per cent full time employee		
Salary	124,000	164,000
Employer social costs	23,948	31,673
Assistant 50 per cent full time employee		
Salary	41,000	51,000
Employer social costs	7,687	9,562
Salaries Total	382,025	489,468
Staff travel (approximately two staff x five missions per year)		30,500
General administration(as of 1 February 2015) (HR, financial, contract and document management)		44,000
General logistics(as of 1 February 2015) (Office rent and supplies, IT, travel services)		80,000
Administration of the Sponsorship Programme (for 40 sponsored delegates per event-meeting)		(estimate) 20,000[5]
Communication (management of website and publications)[6]		75,000
Grand Total		631,525 – 738,968

6. As stated above, any budget for the Implementation Support Unit depends first and foremost on the level of services that this Unit is expected to deliver, however, States parties agreed at the Second Meeting of States Parties to establish a small and independent structure to provide support to States Parties in their implementation of the Convention.

7. The annex to this paper frames elements of particular relevance to the matter at hand; those which were debated in previous years and were agreed on by States Parties to the Convention on Cluster Munitions, namely, the tasks and responsibilities of the Implementation Support Unit, structure and format and its location.

[4] Please be advised that the low – high salary range depends on the amount of previous experience and qualification levels. "Low" represents the first step of the salary scale for each position, and "high" is the last step of the salary (over 10 years).

[5] CCM/CONF/2015/PM.1/WP.5, subject to future decisions of States parties on the periodicity, type, and location of meetings.

[6] As per agreement between States Parties and the Geneva International Centre for Humanitarian Demining, maintaining the existing website of the Convention at www.clusterconvention.org.

Annex

I. Tasks and responsibilities of the Convention on Cluster Munitions ISU

1. States Parties defined the ISU's tasks and responsibilities in the ISU Directive, adopted by the Second Meeting of States Parties (CCM/MSP/2011/WP.9, Directive from the States Parties to the Convention on Cluster Munitions to the Implementation Support Unit).

2. According to the Directive, the ISU shall support States Parties, inter alia, in the following ways:

(a) Assist the President in all aspects of the presidency, support the Coordinators in their efforts, prepare, support and follow-up from formal and informal meetings of the Convention, offer advice and support to States Parties on the implementation;

(b) Develop and maintain a resource base of relevant technical expertise and, upon request, provide States Parties with such expertise;

(c) Facilitate communication among States Parties, and with all relevant other actors, cooperate and coordinate with relevant actors and maintain public relations, including efforts to promote the universalization of the Convention;

(d) Keep records of formal and informal meetings under the Convention and other relevant expertise and information pertaining to the implementation of the Convention;

(e) Organise the set-up of a sponsorship programme assisted by the host and provide guidance, input and support to the programme.

II. Structure and format of the ISU

3. The Fourth Meeting of States Parties held in Lusaka decided to establish an ISU of up to 2.5 staff (Final document, CCM/MSP/2013/6, paragraph 29).

4. In accordance with this decision and consultations held by former Presidents of Meetings of States Parties, it is suggested that this small and effective structure be led by a Director and staffed with 1.5 staff members (FTE + 50 per cent FTE- full-time equivalent). An outline of the responsibilities of the new ISU staff may include the following:

(a) Director: reports to the States Parties on the implementation of the Directive. Manage and direct the ISU and its staff. Maintain a close dialogue with the President and the Coordinators to ensure consistency of efforts and a clear direction, including on draft documents produced by the ISU. Prepare annual work plans and budgets as well as annual reports on the activities and finances of the ISU to States Parties. Assist the President in preparing and convening both formal and informal meetings. Keep records of formal and informal meetings of the Convention. Responsible for all public relations and external communications, liaise with relevant organisations and institutions and external actors.

(b) Implementation Support Specialist: reports to the Director of the ISU and function as Acting Director in the Director's absence. Assist the Coordinators in preparing and convening meetings on their various thematic responsibilities, and in their outreach and bilateral dialogue with States having obligations to fulfill as well as relevant organisations and institutions. Support States Parties in understanding the nature and extent of their obligations under the Convention. Maintains a resource base of available and relevant

technical expertise within the various thematic areas and on request assist States Parties in coming into contact with such expertise. Contracts relevant technical expertise in support of specific activities and projects organised by the President or the Coordinators, including for development of substantive documents.

(c) Implementation Support Assistant: assists the Director and the Implementation Support Specialist with practical, administrative and substantive matters. Maintains databases on substantive, technical and administrative matters, including documentation from formal and informal meetings under the Convention. Manages the Convention's webpage. Drafts reports, summaries etc. from meetings as necessary.

5. It should be noted that the recruitment process for the ISU Director has started according to the decision of the States Parties in their Fifth Meeting, and will be finalized shortly (final document of the Fifth Meeting of States Parties, CCM/MSP/2014/6, paragraph 26).

III. Location of the ISU

6. The ISU will be hosted by the Geneva International Centre for Humanitarian Demining (GICHD), as decided by States Parties in the Second Meeting of States Parties, and reaffirmed at the Third and Fourth Meetings of States Parties. While hosted by the Geneva International Centre for Humanitarian Demining, it shall be independent and shall not be formally linked to any other Implementation Support Unit.

7. The president of the Fourth Meeting of States Parties has concluded, in consultations with the States Parties, and agreement with the Geneva International Centre for Humanitarian Demining on the hosting of the ISU, as contained in document CCM/MSP/2014/INF/1.